

## User Account Checklist for Decentralized Security User Administrators

This checklist outlines what is required in each of the systems in order for a professional user to have appropriate access in the Human Resource Management System. This also outlines the steps to complete on professional and non-professional user accounts when employees transfer to other agencies or are withdrawn from state employment.

For detailed step by step instructions please refer to the Agency Security Administrator Handbook.

### I. HRMS Professional Users

- Roles assigned to the position in HRMS
- SU01 User Account with validity dates and Agency User Group
- >For SSO Users ONLY: Entry in SNC tab
- Change the Contractual User Type ID on the LicenceData tab to the *mySAP Business Suite Limited Professional* or *mySAP Business Suite Professional*
- Entry of Authorized Profile in OOSB
  - If PERS\_ADMIN\_PROC role is assigned add additional entry of WA\_SOW in OOSB

### II. BI Professional Users

- Roles assigned in BI
- SU01 User Account with validity dates and Agency User Group
- >For SSO Users ONLY: Entry in SNC tab
- Entry of Authorized Profile in OOSB in HRMS
- Contractual User Type ID on the LicenceData tab set to *mySAP Business Suite Limited Professional*
  - BI User Admins' Contractual User Type ID set to *mySAP Business Suite Professional*

### III. E-Recruiting Professional Users

- Role(s) assigned in E-Recruiting
- Contractual User Type ID on the LicenceData tab set to *mySAP Business Suite Limited Professional* or *mySAP Business Suite Professional*

### IV. Portal Professional Users

- Email address (LDAP) or agency domain\username (UME) UserID account
- BI Reporting for E-Recruiting, Grievance, HR or Finance :
  - SU01 User Account with validity dates (HRMS – Section I)
  - Entry of Authorized Profile in OOSB (HRMS –Section I)
  - SU01 User account with role(s) and validity dates in BI (BI - Section II)
  - BI\_Reports\_GRP role assigned to the Professional portal account
  - Professional Portal account mapped to user's BI account
- E-Recruiting Functionality (*Professional Users in EP0*):
  - Role(s) assigned in E-Recruiting (E-Recruiting - Section III)
  - SU01 User account with General\_Access role and validity dates in BI (BI - Section II)
  - Assign E-Recruiting Group role(s) that match E-Recruiting role(s) in Portal
  - Portal account mapped to user's BI account

**When Employees Transfer out of the Agency (Professional Users Only)**

- HRMS – Delete employees profile entries in OOSB
- HRMS – Change the User Group back to ESSUSER in SU01
- HRMS – Change the Contractual User Type ID on the LicenceData tab back to *mySAP Business Suite Employee*
- HRMS – Delete the SNC entry – SSO only
- BI – Delete the BI user account
- E-Recruiting – Delete roles ONLY
- Portal – Delete the Professional account (agency Domain\Username - UME) - LDAP e-mail address account cannot be deleted
- Portal – Delete the Group and/or User\_Admin roles (LDAP)
- Portal – Delete user mapping for e-mail address account (LDAP)

**When Employees Leave State Employment – Withdrawn Status (Professional and Non-Professional Users)**

- HRMS – Delete profile entries in OOSB if there are entries
- HRMS – Delete the user account (SU01) – this takes away user's access to ESS
- BI – Delete the BI user account if created
- E-Recruiting – Delete roles ONLY
- Portal – Delete the ESS account (8 digit personnel number - UME)
- Portal – Delete the Professional account (agency Domain\Username - UME) LDAP e-mail address account cannot be deleted
- Portal – Delete the Group and/or User\_Admin roles from the e-mail address account (LDAP)
- Portal – Delete user mapping for e-mail address account (LDAP)